

OFFICE OF THE INSPECTOR GENERAL

GREGORY W. SULLIVAN, INSPECTOR GENERAL

Excellence in Public Procurement through Professional Certification

Massachusetts Certified Public Purchasing Official
(MCPPO) Program



Supplies and Services Contracting

"I really feel like I get my money's worth out of your seminars because I leave feeling like I learned something. One of the greatest assets of this seminar is the humor and personality of the speakers."

October 2000 participant

Prerequisite: Public Contracting Overview
Course Level: Intermediate
Instructional Method: Group Live

This three-day course, which concludes with a written examination, provides an in-depth study of procurements under M.G.L. c. 30B. This course includes hands-on exercises designed to involve the student in the learning process. Participants must have successfully completed the Public Contracting Overview seminar prior to enrollment.

Participants will learn the following:

- overview of M.G.L. c. 30B
- creating and applying criteria to evaluate proposals
- writing effective specifications
- contract administration for supplies and services
- developing performance standards and measures
- dealing with contractor performance problems
- obtaining price quotations for smaller purchases
- common bidding problems and how to resolve them
- streamlining the purchasing process
- multi-year contracts, leases, and lease-purchases
- obtaining best value using an invitation for bids
- public-private partnerships
- the request for proposals process

This course provides 20 continuing professional education (CPE) points and 20 professional development points (PDP).

For additional dates and locations currently open for registration, visit our website at www.mass.gov/ig. To register or for more information, call Joyce McEntee Emmett, MCPPO Program Director at 617-727-9140 x. 28835.